GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Enterprises Department – Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1) (b) of the Right to Information Act, 2005 -Revised Information – Published - Orders – Issued.

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PUBLIC ENTERPRISES (PE-I) DEPARTMENT

G.O.Rt.No:14 **Dated:08-08-2023.**

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O R D E R:

Whereas Section 4(1) (b) of the Right to Information Act, 2005 casts an obligation on every Public Authority to publish the revised information on 17 items referred to therein in the said section.

2. In compliance to the above statutory obligation, revised information in respect of Public Enterprises Department is herewith published as noted in the Annexure to this order.

3. Copy of this order is available on Internet and can be accessed at address https://apegazette.cgg.gov.in/.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

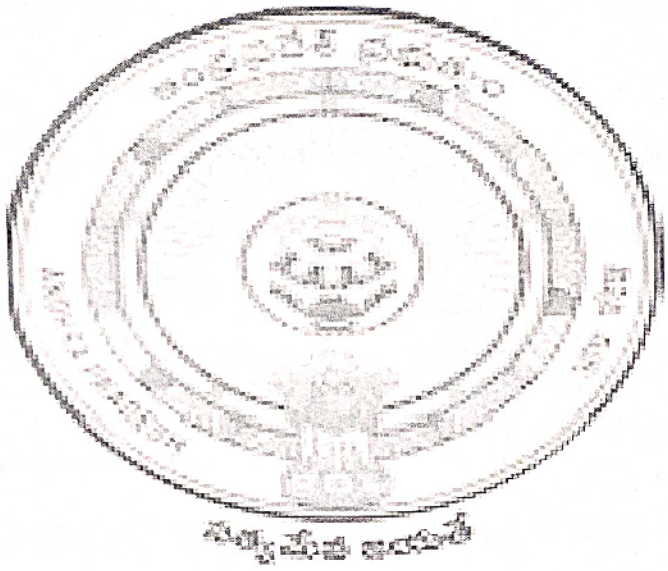
K.PRAVEEN KUMAR
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

To
The P.S. to Secretary to Government, Public Enterprises Department
All Sections in Public Enterprises Department

Copy to:-
The Chief Information Commissioner,
A.P. Information Commission, Mangalagiri, Guntur District
The General Administration (GPM&AR) Department
SF/SC

//FORWARDED:: BY ORDER//

Ramarama
SECTION OFFICER



RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

MANUAL OF PUBLIC ENTERPRISES DEPARTMENT

(PUBLISHED IN TERMS OF SECTION 4(1) (b) OF R.T.I. ACT, 2005)

[UPDATED AS ON 15.06.2023.]

PUBLIC ENTERPRISES DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH
A.P.SECRETARIAT, VELAGAPUDI
ANDHRA PRADESH

CHAPTER II

RIGHT TO INFORMATION AND OBLIGATION OF PUBLIC AUTHORITIES

Section 4(1) (a)

It is submitted that the routing of files is being done in e-office and some files in manually and as and when the action is over in that file, the same will be disposed off. The disposal will be kept in the department till the end of that year and after that it will be sent to record branch regarding the physical files. Regarding e-files, the files and records (disposal) are being kept in online system.

1. Particulars of its Organisation, functions and duties: [Section 4(1) (b) (i)]

Public Enterprises Department (PED) was established in 1998 vide G. O. Ms. No. 491, General Administration (AR&T.I) Department, dated 19.11.1998, as an advisory department.

Functions:

Following are the details relating to the Functions of the Public Enterprises Department:

i. The Public Enterprises Department shall function as an independent Department like Finance and Law. All the Administrative Departments shall have to take concurrence on all the proposals relating to the Public Enterprises under their jurisdiction from the Public Enterprises Department.

ii. The Public Enterprises Department shall be the Administrative Department for all the Corporations identified for disinvestments/privatization/ winding-up.

iii. The Public Enterprises Department shall be nodal agency with exclusive responsibility for the formulation and implementation of decisions relating to Public Enterprises Reforms.

Sl. No	Name of the organization	Address	Functions	Duties
1.	Public Enterprises Department	2nd Block, Ground Floor, A.P. Secretariat, Velagapudi, Guntur Dist.	The business transacted by the Department is specified in the 1st Schedule under Rule 4 of A.P.Business Rules and Secretariat Instructions notified in exercise of the powers conferred by clause 2 & 3 of Article 166 of the Constitution of India by the Governor of A.P.	Duties as specified in Secretariat Office Manual and A.P. Business Rules and Secretariat Instructions.

2. Powers and duties of its officers and employees: [Section 4(1) (b) (ii)]

1. Principal Secretary to Government / Secretary to Government:

The Principal Secretary to Government / Secretary to Government is the official Head of the Department. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of business in his Department. He exercises general supervision and control over the staff under him and is responsible for overseeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of business in the department.

2. Assistant Secretary to Government:

The Assistant Secretary to Government exercise control over the Sections placed in his charge with regard to dispatch of business and in regard to maintaining discipline in the Sections.

3. Section Officer:

The Section Officer is in-charge of a Section in the Department. Two or Three Assistant Section Officers assist him. He is responsible for all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business in all stages in his Section. Training of the Assistant Section Officers under him is one of his principal functions. He himself undertake to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on a case when there is clear precedent or the case is of a routine nature. He should maintain a discipline in his Section.

4. Assistant Section Officer:

The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his seat. He is expected to do work of a routine and mechanical nature such as maintaining the prescribed registers typing drafts, fair copying, dispatching and indexing.

3. Procedure, followed in its decision making process, including channels of supervision an accountability: [Section 4(1) (b) (iii)]

Activity	Description	Decision making process	Designation of final decision making authority

The procedure followed in the decision makings is common to all departments including Public Enterprises Department as prescribed in Business Rules and Secretariat Instructions published by General Administration (Cabinet/IC) Department. These rules and instructions are amended from time to time by General Administration (Cabinet/IC) Department.

The files and tappals are received in Tappal Section. On receipt of the same the Tappal clerk gives Tappal Number and keeps all tappal papers in a separate Tappal Book and sends them to the officers concerned. On perusal of Tappal by the concerned officers, they will be sent to the concerned sections through e-office. The concerned Assistant Section Officer put up the same in the shape of a file with relevant extracts of acts and rules wherever necessary and submit the file to the concerned Section Officer. The Section Officer scrutinizes the file and submits the file to the concerned Officers to scrutinize the file and after his remark if any, and submit to the Secretary through the concerned Additional Secretary / Deputy Secretary / Joint Secretary/Assistant Secretary as the case may be.

4. Norms set for the Discharge of Functions: [Section 4(1) (b) (iv)]

Sl.No.	Function / Service	Norms / standards of

The norms for the discharge of functions of each department are also defined in both Secretariat Office Manual and Business Rules.

The usual Office hours are from 10.00 AM to 5.30 PM.

The Service delivery time frame for the services rendered by the Department are given below:

1. Routine matters : **3 DAYS**
2. Other than routine matters : **10 DAYS** (Ex. Policy decision files)
3. Reference / Letters from Others Departments:
   i. Routine Matters : **3 DAYS** (Ex. U.O. Note and Files)
   ii. Other than Routine matters : **7 DAYS** (Ex. Policy Decision files)

5. Rules, Regulations, Instructions, Manual and Records, for Discharging Functions: [Section 4(1) (b) (v)]

Besides the common rules for administrative / financial matters as prescribed by GAD/Finance department, the following Acts and Rules are followed for official use.

1. Secretariat Office Manual.
2. A.P. Fundamental Rules.
3. A.P. State and Subordinate Service Rules.
4. A.P. Secretariat Service Rules.
5. The Andhra Pradesh Civil Services (Conduct) Rules, 1964
6. A.P. Civil Services (Classification, Control and Appeal) Rules, 1991
7. A.P. Leave Rules.
8. A.P. Revised Pension Rules.

6. Categories of Documents held by the Public Authority under its Control: [Section 4(1) (b) vi]

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	Government Order (MS)		Routine documents are available in this department and permanent /Old documents (Old records) are available with General Administration (CRB) Dept. for retention. The retention and destruction of records shall be regulated as per Secretariat Office Manual. G.O.Ms. and Rts are available in **https://goir.ap.gov.in/** and **https://apegazette.cgg.gov.in/** in respect of subjects of Public Enterprises Department.
2.	Government Order (RT)		
3.	Memo.		
4.	Letter		
5.	U.O. Note		
6.	Office Order(MS)		
7.	Office Order (RT)		
8.	Endorsement		
9.	D.O. Letter		

7. Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or implementation thereof : [Section 4(1)(b)(vii)

Sl. No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
The public who are aggrieved in the delay of issue of order at Government Level may approach any Officer from the rank of Assistant Secretary to Government and above. The department staff are not allowed to entertain any visitors who come for their personal work. Therefore, the consultation with public is not relevant to Secretariat departments in General and Public Enterprises Department in particular.			

8. Boards, Councils, Committees and other Bodies constituted as part of Public Authority: [Section 4(1)(b) viii]

:NIL:

9. Directory of Officers and Employees: [Section 4 (1) (b) (ix)]

Name of the office /administrative unit	Name, Designation & Address of Officer/Employee			Office Tel.
	Name	Designation	Address	
PUBLIC ENTERPRISES DEPARTMENT, AP SECRETARIAT, VELAGAPUDI, ANDHRA PRADESH.	Sri K. Praveen Kumar, IAS	Special Chief Secretary to Government (FAC)	1st Block, A.P.Secretariat, Velagapudi, Guntur District.	0863-2442454
	Kum. D.Padma	Assistant Secretary to Government	2nd Block, A.P.Secretariat, Velagapudi, Guntur District.	0863-2442397
	Smt G.Padmini	Section Officer	2nd Block, A.P.Secretariat, Velagapudi, Guntur District.	0863-2442201
	Smt G. Venkata Ramanamma	Section Officer	2nd Block, A.P.Secretariat, Velagapudi, Guntur District.	0863-2442206
	Sri P.Satyamurthy	Section Officer	2nd Block, A.P.Secretariat, Velagapudi, Guntur District.	0863-2442206
	Sri E.Jagadheesh Kumar	Assistant Section Officer	2nd Block, A.P.Secretariat, Velagapudi, Guntur District.	-
	Sri K.Tejeswara Rao	Assistant Section Officer	2nd Block, A.P.Secretariat, Velagapudi, Guntur District.	-
	Sri Y.Noor Mohammed	Assistant Section Officer	2nd Block, A.P.Secretariat, Velagapudi, Guntur District.	-
	Smt.V.Asha	Assistant Section Officer	2nd Block, A.P.Secretariat, Velagapudi, Guntur District.	-
	OUTSOURCING STAFF			
	Sri K. SGM Lingeswara Rao	Data Entry Officer	2nd Block, A.P.Secretariat, Velagapudi, Guntur District.	-
	Sri K.Raju	Office Subordinate	2nd Block, A.P.Secretariat, Velagapudi, Guntur District.	-
	Sri Imran Bhasha	Office Subordinate	2nd Block, A.P.Secretariat, Velagapudi, Guntur District.	-

10. Monthly Remuneration received by Officers and Employees, including the system of Compensation as provided in Regulations: [Section 4 (1) (b) (x)]

Name	Designation	Monthly Remuneration (in Rs.) Gross Income for the month of May 2023
Sri K. Praveen Kumar, IAS	Special Chief Secretary to Government (FAC)	-
Kum. D.Padma	Assistant Secretary to Government	-
Smt G.Padmini	Section Officer	148362/-
Smt G. Venkata Ramanamma	Section Officer	137604/-
Sri P.Satyamurthy	Section Officer	109159/-
Sri E.Jagadheesh Kumar	Assistant Section Officer	63275/-
Sri K.Tejeswara Rao	Assistant Section Officer	63275/-
Sri Y.Noor Mohammed	Assistant Section Officer	63275/-
Smt.V.Asha	Assistant Section Officer	59905/-
OUTSOURCING STAFF		
Sri K. SGM Lingeswara Rao	Data Entry Officer	18500/-
Sri K.Raju	Office Subordinate	15000/-
Sri Imaran Basha Mulla	Office Subordinate	-

11. Budget Allocated to Each Agency including Plans etc. [Section 4 (1) (b) (xi)]

Budget allotted to Public Enterprises Department Under Demand No. XL for the year 2022-23 is as follows:

Under plan – Rs. NIL/-
Under non-plan – Rs.1, 66, 90,000/-

Details are available in the website https://www.apfinance.gov.in/budget.html under Budget 2022-23.

12. Manner of execution of subsidy programs and details of beneficiaries [Section 4 (1) (b) (xii)]

:NIL:

13. Particulars of Recipients of Concessions, Permits or Authorization Granted [Section 4(1)(b)xiii]

:NIL:

14. Information Available in Electronic Form [Section 4 (1) (b) (xiv)]

The information relating to Public Enterprises Department is available in the electronic format on the following websites:

1. https://www.ap.gov.in/
2. http://www.reports.ap.gov.in/dept/index.html
3. https://goir.ap.gov.in/
4. https://apegazette.cgg.gov.in/
5. http://www.ped.ap.gov.in/
6. https://www.apfinance.gov.in/budget.html

15. Particulars of facilities available to Citizens for Obtaining Information [Section 4 (1) (b) (xv)]

Facility	Description (Location of Facility / Name etc.,)	Details of Information made available
Notice Board	--	--
News Paper Reports	--	--
Public Announcements	--	--
Information Counter	--	--
Publications	--	--
Office Library	There is no separate Library facility in Public Enterprises Department. There is a Central Library in A.P.Secretariat, GAD.	--
Website	https://www.ap.gov.in/ http://www.reports.ap.gov.in/dept/index.html https://goir.ap.gov.in/ https://apegazette.cgg.gov.in/ https://www.apfinance.gov.in/budget.html http://www.ped.ap.gov.in/	
Other Facilities	--	--

16. Names, Designations and other Particulars of Public Information Officers [Section 4(1)(b)(xvi]

Public Information Officer:

Sl.No	Name of Office / Administrative Unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax:	E-Mail
1.	Public Enterprises Department, Block 2, AP Secretariat, Velagapudi,Guntur District.	Sri D. Padma, Assistant Secretary to Government, Public Enterprises Department, A.P.Secretariat, Velagapudi, Guntur District	0863-2442397	aspedepartment@gmail.com

Assistant Public Information Officer:

Sl.No.	Name of Office/ Administrative Unit	Name & Designation of APIO	Office Tel: Residence Tel: Fax:
1.	Public Enterprises Department, Block 2, AP Secretariat, Velagapudi, Guntur District.	Section Officers concerned	0863-2442201
			0863-2442206
			0863-2442206

Appellate Authority:

Sl.No.	Name, Designation & Address of Appellate Authority	Office Tel: Residence Tel: Fax:	E-Mail
1.	Sri K. Praveen Kumar, IAS, Special Chief Secretary to Government (FAC), Public Enterprises Department, Block 1, AP Secretariat, Velagapudi, Guntur District.	0863-2442454	secretarypedept@gmail.com

17. Such other information as may be prescribed:

:NIL:

K.PRAVEEN KUMAR
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)